Successful AIT Program

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California Department of Public Health

Nursing Home Administrator Program

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Nursing Home Administrator Program Team

Program Manager

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Today's Outline

1. Understand the need for and benefits of a meaningful AIT Program
2. Essentials for a Successful AIT Program
3. AIT Training Do's and Don'ts
4. Q/A

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What is an Administrator-In-Training (AIT) Program?

- The AIT program is a personalized training designed to prepare the applicant for the rigors of running a Skilled Nursing Facility (SNF).
- The AIT program is developed and supervised by the Preceptor (PRE).
- The AIT Program should expose the AIT to all aspects of the facility.

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What is a Preceptor (PRE)?

Preceptors are Nursing Home Administrators (NHA) who are charged and entrusted with coaching, mentoring and guiding their Administrator-In-Training (AIT) through the AIT program, as well as providing support after the AIT receives his or her initial license.

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Who can be a Preceptor?

Health and Safety Code Section 1416.57(b):

- Active NHA License
- Have no pending disciplinary actions
- Served at least 2 years as designated NHA of a facility
- Has gained experience in all administrative function of a nursing home

Health and Safety Code Section 1416.57(d):

- … the facilities at which the applicant has had direct management control as an administrator had a continuous operating history, free from major deficiencies, during the period of the applicant's administration.

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Preceptor Duties
AIT Applications

- Assess the applicant (National Association of Long-term Care Boards [NAB] has a good Assessment tool as a starting point)
- Develop personalized Training outline based on Assessment
  - Outlines must at a minimum cover the 19 topics in HSC 1416.55 (but can cover more)
  - Minimum of 1,000 hour program (but can be more based on assessment of applicant)
- Fill out the Preceptor portion of CDPH 502.

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AIT Education and Experience Requirements

Per HSC 1416.55, AIT applicants shall meet one of the following pathways to be eligible for the AIT program:

1. A doctorate degree in medicine and a current valid license as a physician and surgeon.
2. A baccalaureate degree.
3. Ten years of full-time work experience and a current valid license as a registered nurse. At least the most recent five years of the 10 years of work experience shall be in a supervisory or director of nursing position.
4. Ten years of full-time work experience in any department of a skilled nursing facility, an intermediate care facility, or an intermediate care facility/developmentally disabled with at least 60 semester units (or 90 quarter units) of college or university courses. At least the most recent five years of the 10 years of work experience shall be in a position as a department manager.
5. Ten years of full-time hospital administration experience in an acute care hospital with at least 60 semester units (or 90 quarter units) of college or university courses. At least the most recent five years of the 10 years of work experience shall be in a supervisory position.

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AIT Requirements HSC 1416.55

• Personnel management & training	• Environmental care, housekeeping, laundry	• State/Federal Regulations (SNF & ICF)	• Residents' rights/abuse prevention
• Staffing requirements & retention	• Governmental regulations	• Public relations & marketing	• Consultants & contracts
• Social services	• Dietary management	• Orientation	• Financial management
• General management	• Resident activities	• Legal management	• Nursing services
• Administration	• Medical records	• Resident care	

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Preceptor Duties During AIT Program

Health and Safety Code Section 1416.57(f):

- Provides directly-supervised training at NHAP approved facility. For AIT hours to count, the Preceptor is committing to be physically present and available during the training*.
    - *(min: 20 hours/week – max: 60 hours/week)

- Supervises no more than two AITs at a time.
- Has regular personal contact with the AIT when not at the facility.
- Informs NHAP of changes to the AIT Program.
- Rates AIT's performance and completes AIT Evaluation Report.

This information can be found our website:

https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHAP-Preceptor-Program.aspx

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Changes in the AIT Program

If you make any of the changes below,

- Change AIT training hours by more than 10 hours per week?

- Move AIT training to another facility?

- Changing of preceptors?

Complete section 11 on page 4 of CDPH 502 form and new training outline*. Be sure to include:

Number of hours per week you, as the preceptor, will be personally onsite supervising the training (min 20, max 60).

Name of training facility.

Fill out and sign preceptor information.

*Please include a narrative as to why the changes are being made.

Changes do not take effect until approved by NHAP

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Preceptor Requirements HSC 1416.57

- AIT Evaluation (CDPH 501)
- Quarterly evaluations (250 training hours) must be submitted within 30 days of completion.
    - Final evaluations within 10 days of completion.
    - Submit pages 4-7 of the CDPH 501 when submitting 4th Quarter evaluation.
    - Please make sure the evaluations are completely filled out including the hours and dates.
- We can accept the signed evaluations via email/fax.
- AIT is not eligible to take the exams until the NHAP has processed and approved the final evaluation.

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Annual Fee Report

- Exam and license information is posted yearly in the Annual Fee report

(https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/LicenseFeeReports.aspx)

- Includes important information concerning the fees effective July 1, but also includes data concerning the program

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California Department of Public Health

Center for Health Care Quality
Annual Fee Report for Fiscal Year 2022-23

Table 15: Nursing Home Administrator License, Exam, and Administrator-in-Training Program

Nursing Home Administrator Program
License, Exam, and AIT Program
Health and Safety Code section 1416.36 (d)(1)(C)
Fiscal Year 2016-17 to 2020-21

		2016-17	2017-18	2018-19	2019-20	2020-21
(i) Persons applying for NHA License	Applied [1]	214	168	127	146	187
	Approved	114	143	110	91	112
	Denied	2	-	1	2	3
(ii) State Exam	Renewed	1,065	981	874	954	987
	Examinees	230	219	160	133	178
	Passed	148	128	101	79	116
	Failed	82	91	59	54	62
(iii) Administrator-In-Training Program	Applied	132	111	107	93	124
	Accepted	127	111	106	92	110
	Completed	137	98	103	97	89
(iv) Complaints Received [2]	Administrator-In-Training	-	3	3	4	3
	Nursing Home Administrators	24	32	29	25	15
(v) Actions Against Nursing Home Administrators [3]		1	6	10	5	3
(vi) Nursing Home Administrator Violations Listing		See Table 14				
(vii) Appeals, Informal Appeals, Informal conferences or Hearings [4]	Number of Nursing Home Administrator Appeals, Informal Conferences or Hearings Filed	1	0	2	6	0
	Time Between Request & Final Determination	4 month	N/A	N/A	4 month	N/A
	Final Actions Upheld	1	-	N/A	1	1

Data are current through June 30, 2021
[1] Application reviews are not always completed within the same fiscal year therefore the number of applied may not always match the sum of approved and denied.
[2] Sources of complaints include, but not limited to: facility, general public, victim, witness, family member, mandated reporter, ombudsman, governmental agencies.
[3] Types of actions against Nursing Home Administrators include warnings, suspensions, revocations, denials, probations, and fines as a result of complaints received.
[4] Appeals, Informal Appeals, Informal Conferences or Hearings based on substantiated complaints received.
Data Source: Nursing Home Administrator Program

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State Examination Statistics from FY 2016/17 - FY 2020/21

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	Average
Examinees	230	219	160	133	178	-
Passed	148	128	101	79	116	-
Failed	82	91	59	54	62	-
Passing Rate	64%	58%	63%	59%	65%	62%

100 Question Exam
All applicants must earn a score of at least 75% to pass

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State Exam Statistics from 2013-2019

Between 2013 and 2019…

- Number of exam attempts — 1466
- Average number of attempts to pass state exam — 1.6
- Average number of attempts to pass state exam if they didn't pass on 1st attempt — 2.5
- Average passing score — 84
- Average failing score — 63
- Average score — 75

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National Examination Statistics from FY 2017/18 - FY 2020/21

		2017-2018	2018-2019	2019-2020	2020-2021
National Exam	Examinees	130	109	107	107
	Passed	84	70	63	74
	Failed	46	39	44	33
	Passing Rate	65%	64%	59%	69%

LOS (50 questions) + Core (100 questions)

All applicants must earn a score of at least 75% to pass

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Failure to Pass State or National Exam

- An applicant who does not pass their initial exam can retake the exam two additional times.
- New exam applications and fees are required for each attempt.
- An applicant who does not pass the exam three times is required to complete additional training before attempting the exam a fourth time.
- The AIT can reapply to take the exam once the additional training hours are complete.

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AIT Program Do and Don't

- Do - report any issues or deviations from the original planned outline to NHAP.

Not reporting can lead to the hours being invalidated and the AIT having to redo the hours, or the program being denied altogether.

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AIT Program Do and Don't

- Don't – Leave AIT's alone during Training hours.

Preceptors are still personally accountable for their facilities and what happens in them. Hours do not count when the Preceptor is not onsite supervising the AIT.

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AIT Program Do and Don't

- Do- Personalize and customize the learning experiences to meet the individual AIT's needs.

Each person has a specific experience and education background that makes each training unique

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AIT Program Do and Don't

- Don't – Misjudge the teachable moments.

Don't always rush in to "solve" the problems the AIT has. Being able to ask the right questions to steer the AIT to finding the solution on their own is a skill every Preceptor needs.

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NHAP Contact

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https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/NHA.aspx

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